



National Capital Planning Commission

SENIOR EXECUTIVE SERVICE **VACANCY ANNOUNCEMENT**

VACANCY ANNOUNCEMENT NUMBER: SES-2008-01

OPENS: 02/08/08

CLOSES: 03/10/08

POSITION:

Executive Director

PAY PLAN, SERIES:

ES-0020

SALARY:

\$114,468 - \$158,500 per annum

AREA OF CONSIDERATION:

All Qualified Applicants – U.S. Citizenship Required

DUTY STATION:

**National Capital Planning Commission
Office of the Executive Director
401 9th Street, NW, Suite 500 North Lobby
Washington, DC 20004**

MAJOR DUTIES AND RESPONSIBILITIES:

The National Capital Planning Commission (NCPC) is the central planning agency for the federal government in the National Capital Region (NCR). Through its planning policies and review of development proposals, the Commission seeks to protect and enhance the national capital's extraordinary historical, cultural, and natural resources. The agency conducts research to provide practical information to federal and local decision makers who formulate development policy in the NCR.

The Executive Director leads and manages the day-to-day operations by securing coordination among the various technical, planning, and administrative functions of the Commission. Directs, coordinates, and supervises Executive Staff involved in projects of a management or administrative nature. He/she acts as staff advisor to the Chairman and Members of the Commission. Formulates and recommends policies and programs for approval by the Commission Members. The Executive Director ensures implementation of policies and programs approved by the Commission. Serves as high-level contact and coordinator between the Commission and the legislative and executive branches of government, White House officials, Members of Congress and congressional committees, department secretaries, heads of independent agencies and offices, and appointed and elected officials of State and local governments in the National Capital Region.

The National Capital Planning Commission is an Equal Opportunity Employer

QUALIFICATIONS:

All candidates must meet the minimum experience and educational requirements for the Community Planning series as defined in the U.S. Office of Personnel Management Handbook X-118 Qualification Standards. A copy of the standard can be found at <https://www.opm.gov/qualifications/SEC-IV/B/GS0000/0020.HTM>.

This is a career senior executive service position being filled through competitive procedures. The selectee will be required to demonstrate both to the NCPC Executive Resources Board and to an Office of Personnel Management Qualifications Review Board, possession of the following Executive Core Qualifications (ECQs).

EXECUTIVE CORE QUALIFICATIONS: Unless currently serving under a career Senior Executive Service (SES) appointment, are eligible for reinstatement into the SES, or have successfully completed an SES Candidate Development Program approved by the Office of Personnel Management, applicants **must** provide a separate written statement addressing the following five Executive Core Qualifications. An applicant's written statement addressing the **ECQs MUST NOT EXCEED 10 TYPEWRITTEN PAGES** and should focus on accomplishments which demonstrate possession of each ECQ. For additional guidance, applicants are encouraged to visit the Office of Personnel Management's "Guide to Senior Executive Service Qualifications" located at https://www.opm.gov/ses/pdf/SES_Quals_Guide_2006.pdf.

ECQ 1 – LEADING CHANGE: This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.

ECQ 2 – LEADING PEOPLE: This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

ECQ 3 – RESULTS DRIVEN: This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

ECQ 4 – BUSINESS ACUMEN: This core qualification involves the ability to manage human, financial, and information resources strategically.

ECQ 5 – BUILDING COALITIONS: This core qualification involves the ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

MANDATORY TECHNICAL QUALIFICATIONS: In addition to the ECQs, applicants **must** demonstrate that they possess the following technical qualifications. When addressing the technical qualifications, applicants are required to keep their responses to a **maximum of three typewritten pages**.

1. A mastery of comprehensive planning principles, including but not limited to land-use, environmental, historic preservation, economic development, transportation planning, and urban design issues, as evidenced through plan preparation and development, policy analysis, program evaluation, and interpretation of local, state and federal development and land use regulations.
2. Demonstrated experience leading and managing professional planning organizations, including interdisciplinary teams in the development and implementation of major plans and programs that result in positive recognition among local, national and/or international organizations.

HOW APPLICANTS WILL BE EVALUATED:

Applicants will be evaluated on the basis of the quality and extent of their total accomplishments, experience, and education. A National Capital Planning Commission Executive Resources Board will evaluate their applications to determine the degree to which they meet the qualification requirements for this position. The NCPC Board will refer the top applicants for selection to the appointing authority. An individual's executive core qualifications must also be certified by a Qualifications Review Board administered by the Office of Personnel Management as a prerequisite to final selection.

CONDITIONS OF EMPLOYMENT:

- An initial one (1) year probationary period is required if this is your first career SES appointment.
- In accordance with Executive Order 12564, the applicant selected for this position is required to submit to a drug test and receive a negative drug test result prior to appointment.
- This position is a critical sensitive position requiring a **TOP SECRET** security clearance. The selectee will be subject to an extensive background investigation as a condition of placement/retention in the position.
- Senior Executives are required to comply with the provisions of the Ethics in Government Act, P.L. 95-521, which requires the submission of a financial disclosure statement, SF-278, upon assuming a SES position, annually, and upon termination of employment.
- Any male applicant born after December 31, 1959 and is under consideration for appointment, must certify that they have registered with the Selective Service System, or are exempt from having to do so under Selective Service law.

BENEFITS: The selectee...

- Will be covered by a defined benefit, contributory Federal retirement system.
- May participate in a retirement savings investment plan that offers before-tax savings and tax-deferred investment earnings.
- May select one of a variety of health plans and options under the Government's Federal Employees' Health Benefits program and may participate in the Federal Employees' Group Life and Long Term Care Insurance Programs.
- Will earn 26 days of vacation leave and 13 days of sick leave per year. In addition, the Government

observes 10 regular paid holidays each year.

- Will be eligible for performance bonuses of 5 to 20 percent of base pay for superior accomplishments.

OTHER INFORMATION:

Relocation expenses will not be paid.

The National Capital Planning Commission is an equal employment employer: Selection for positions will be based solely on merit without regard to race, color, religion, age, gender, national origin, political affiliation, disability, sexual orientation, marital or family status or other differences.

The National Capital Planning Commission provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify us. Decisions on granting reasonable accommodation will be made on a case-by-case basis.

HOW TO APPLY:

Applicants must submit all of the following documents to be considered. Applicants who fail to submit all information and documents will be deemed disqualified.

- A Resume, OF-612 (Optional Application for Federal Employment), or any written format of your choice.
- A separate statement which clearly establishes how each of the stated ECQs are met.
- A separate statement which clearly establishes how each of the stated technical qualifications are met.
- For current federal employees, a copy of the SF-50, Notification of Personnel Action showing career status (if applicable).
- A current supervisory appraisal, if available or at least two (2) current letters of reference dated within the last 24 months. **Please note** that federal agencies are prohibited from accepting and considering political recommendations from Members of Congress, congressional employees, elected State or local government officials, and political party officials in support of your application for employment.

Each resume or application must contain the following:

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Personal information:

- Full name, mailing address, and day and evening phone numbers.
- Social security number and country of citizenship.

Education:

- Name, city, and state of high school.

- Date of diploma or GED.
- Name, major, city and state of colleges and universities attended. Type and year of any degree(s) received.

Work Experience:

- Paid and non-paid work experience related to the job for which you are applying.
- Employer's name and address; Job title, duties and accomplishments.
- Starting and ending dates, hours per week and salary.
- Supervisor's name and phone number.
- Indicate whether we may contact your current supervisor.

Other Qualifications:

Include job-related training courses, skills, certificates and licenses, and honors, awards, and special accomplishments.

SUBMISSION OF APPLICATION PACKAGE:

Application packages may be mailed, submitted in person, or by email. Submit completed applications to:

NATIONAL CAPITAL PLANNING COMMISSION

401 9th Street, NW - Suite 500, North Lobby

Washington, DC 20004

ATTN: Phyllis Vessels

OR

Email resumes to: Phyllis.vessels@ncpc.gov

All applications and supporting documentation must be received by the closing date – March 10, 2008.

Applications mailed in franked government envelopes will not be considered for this position.

AGENCY CONTACT INFO:

Phyllis Vessels

Phone: (202) 482-7217